

TOWN OF FOREST HEIGHTS  
RESOLUTION 57-19

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND TO HIRE TESSIE HOFFMANN, AS A FULL TIME  
EMPLOYEE WITH THE POLICE DEPARTMENT**

Introduced By: Mayor Habeeb-Ullah Muhammad

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Council shall hire employee; and

**WHEREAS**, the Council finds that Tessie Hoffmann has the necessary experience and knowledge to serve a full-time employee in the Police Department and it is in the best interest of the Town to hire Ms. Hoffmann; and

**WHEREAS**, Tessie Hoffmann has the necessary experience and knowledge to serve as a Police Clerk in the Police Department and it is in the best interest of the Town to appoint Ms. Hoffmann as a Police Clerk; and she shall now serve in the capacity of full-time at an hourly rate of \$19.23 and will become a full-time employee with all the benefits offered to full time employees of the town and a salary of Forty Thousand Dollars (\$40,000) per year.

**WHEREAS**, pursuant to Section 7.90 of the Employee Handbook each new or promoted employee shall be notified of his or her probationary status, and unless other law, regulation or valid contract states otherwise (as in the case of existing merit employees), and at the end of 360 days and satisfactory evaluation by the Supervisor, Police Chief and Mayor, and should the performance evaluation be unsatisfactory, the Police Chief and Mayor may extend the probation period for an additional 360 days; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby approves the hiring of Ms. Hoffmann as a full-time employee effective August 21, 2019; and

**BE IT FURTHER RESOLVED**, that said Clerk's salary shall be paid from line item 7055 Salary from the FY2020 Budget; and

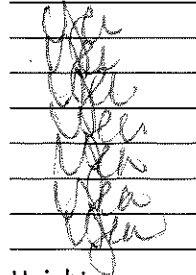
**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon its passage.

PASSED this 21<sup>st</sup> day of August 2019.

**APPROVED:** By Resolution of the Town Council of the Town of Forest Heights, Maryland

ROLL CALL VOTE  
MUHAMMAD  
KENNEDY II  
NOBLE  
BARNES  
HINES  
CWASHINGTON  
MANN

YEA/NAY/ABSTAIN/ABSENT



TOWN OF FOREST HEIGHTS  
RESOLUTION 57-19

I HEREBY CERTIFY that the above Resolution No. 57-19 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 21<sup>st</sup> day of August 2019.

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS

***SIGNATURE ON FILE***  
Sherletta Hawkins, Town Clerk

By ***SIGNATURE ON FILE*** (Seal)  
Habeeb-Ullah Muhammad, Mayor

By ***SIGNATURE ON FILE*** (Seal)  
Calvin Washington, Council President

***SIGNATURE ON FILE***  
Sherletta Hawkins, Town Clerk